



THE WEEKEND COLLEGE
TEXAS SOUTHERN UNIVERSITY
HOUSTON, TEXAS 77004

(713) 527-7226

OFFICE OF THE DIRECTOR

December 1, 1977

Dear Sir:

The annual Career Education Fair sponsored by the Weekend College of Texas Southern University will be held in the University Gymnasium April 28-30, 1978. At this time approximately 100 firms and agencies will man individual booths with graphic displays of Career opportunities with the given company, as well as provide personnel to interact with students on a one to one basis or in small groups. It is expected that 10,000 students, most of whom will be adults and 5,000 community residents will browse at the Fair during the three days of activities.

We extend a cordial invitation to your agency to participate in these activities in one or all four of the following ways.

- (1) To be responsible for setting up a booth for display of materials. Booths will be 4 X 6 ft. with a skeleton frame and electrical outlet. The company will complete the booth according to its own specifications. Each 4 X 6 space may be secured for \$25.00, on a first come first served basis.
- (2) To provide handout materials that could be picked up by students and referred to later. Any quantity of materials you can supply will be acceptable.
- (3) Premium from your firm. (Cash, gifts, coupon.) To be given away every hour on the hour, used as an incentive to the campus and community people, to encourage participation in the fair throughout the period of its activity.
- (4) Cash donation to be used to help defray the costs involved in setting up the fair.

We would be extremely grateful if your firm would be in a position to assist us in any of the four categories mentioned. If there is some other way you can assist us, feel free to make it known to us.

If you cannot assist us at this time will you refer us to someone whom you feel is in a position to help us, or pass our request on to such a person or agency.

We look forward to hearing from you soon. Won't you fill out the attached and return it at your earliest convenience.

Best wishes,

Sincerely yours,



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Please complete and return to:

T. F. Freeman, Director Weekend College
Texas Southern University
3201 Wheeler
Houston, Texas

Check where applicable:

Yes, we will assist in the following manner:

- 1. set up a booth
- 2. provide handout materials
- 3. provide premium/s to be given away

quantity _____ kind of premium _____

will mail _____, may be picked up at _____

- 4. will send cash donation.

We have not made up our minds yet, but keep in contact with us.

We are sorry but we cannot participate at this time.

Name of Firm or Agency _____ Phone No. _____

Address _____ Zip _____

Contact Person _____

Make Check payable to:

The Weekend College

Check enclosed _____

Bill us _____

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	✓			
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
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Remarks:

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Executive Secretary
2/2/78
Date

EXECUTIVE REGISTRY FILE Public Affairs